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UNITED STATES DEPARTMENT OF AGRICULTURE

²⁴.S. Soil Conservation Service.

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PRINCIPLES AND PROCEDURES FOR SOIL CONSERVATION
SERVICE ASSISTING SOIL CONSERVATION DISTRICTS

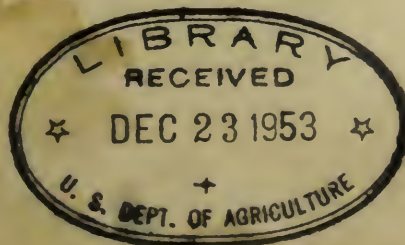
for
Guidance of Soil Conservation Service Personnel //



Chief, Soil Conservation Service

Dated: September 25, 1940^{5c}

For general principles and procedures concerning United States Department of Agriculture and agencies thereof assisting Soil Conservation Districts refer to A STATEMENT BY THE SECRETARY OF AGRICULTURE CONCERNING DEPARTMENTAL COOPERATION WITH SOIL CONSERVATION DISTRICTS dated September 21, 1940.



NOTES: 1. For Soil Conservation Districts with which arrangements for the Service rendering assistance have not been previously entered into -- these principles and procedures supersede the following heretofore used (a) forms for memorandum of understanding and supplemental memorandum of understanding for use between the United States Department of Agriculture and respective Districts providing for making assistance available through the Soil Conservation Service; (b) memoranda D. C. 5, 5A, and 5B - policies governing and procedures to use in making (1) SCS equipment and planting materials and (2) SCS-CCC labor, equipment, and materials, available to Soil Conservation Districts.

For Soil Conservation Districts with which arrangements for rendering assistance have been previously entered into -- assistance of the Service must be made available in accordance with provisions of existing memoranda of understanding; however, when desired by the Governing Body of respective districts, or upon expiration of existing memoranda, the memorandum and supplement herein mentioned may be appropriately entered into, thereby replacing those previously entered into.

2. Any statements in memoranda previously issued by the Service which are in conflict with these principles and procedures are no longer applicable. However, until further notice, only the conflicting statements are superseded and not the memoranda in their entirety.

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PRINCIPLES AND PROCEDURES FOR SOIL CONSERVATION
SERVICE ASSISTING SOIL CONSERVATION DISTRICTS
for
Guidance of Soil Conservation Service Personnel

INTRODUCTION

A soil conservation district is a local governmental unit organized by owners and operators of land. Through such a governmental unit land owners and operators have authority to exercise cooperatively their own initiative and responsibilities in achieving soil conservation and better land use. In accomplishing their purposes, soil conservation districts may cooperate with other soil conservation districts, and may cooperate with and obtain aid from Federal, state, and local agencies and private individuals.

The Secretary of Agriculture is authorized under the terms of existing laws administered by the Department, through the Soil Conservation Service, to provide various types of assistance to soil conservation districts properly organized under suitable state legislation. The assistance rendered by the Service to districts will be made available in accordance with Departmental regulations making the kinds of assistance furnished to districts in any state depend upon the adequacy of the state soil conservation districts law to authorize districts to carry out a well-rounded soil conservation and erosion control program.

Assistance of all types approved by the Department will be offered insofar as resources permit and appropriate arrangements may be worked out which are mutually satisfactory to the district and the Service. Service assistance, other than that of staff members, will be made available for use only (1) on land under cooperative or working agreement with the district or (2) on land owned or leased by the district for which a plan of conservation operations has been adopted by it, the assistance to be used on leased land only when the term of the lease is long enough to make the effectiveness of the use of the assistance reasonably certain.

The Soil Conservation Service, in assisting soil conservation districts, will consider its assistance as being in two categories, as follows:

1. Assistance to a district of a temporary nature prior to entering into a supplemental memorandum of understanding.
2. Assistance to a district in keeping with the supplemental memorandum of understanding entered into between the district and the Service.

PART I. Service assistance to a soil conservation district prior to entering into a supplemental memorandum of understanding.

This assistance will consist of services of staff members, preferably including the person who will later become district conservationist, and such assistants as may be needed and available to help the district (a) initiate essential detailed field surveys (subject, of course, to any necessary recommendation and approval required for the survey work); (b) formulate the initial district program and initial district work plan; and (c) formulate soil conservation and erosion control plans for farms and other units of land in strategic locations of the district to serve as examples of the activities of the district.

The Service should in no instance make assistance available to a district until (a) the governing body of the district is organized; (b) the governing body has indicated its desire for assistance, as well as the need for surveys or for soil conservation and erosion control plans; (c) a certified copy of the certificate of organization of the district is available to the Department or the Service; (d) the regional conservator has been notified of Departmental approval for assisting districts organized under the soil conservation districts law of the particular state involved; and (e) the regional conservator determines that regional resources are sufficient to make assistance available pursuant to a supplemental memorandum of understanding.

PART II. Service assistance to a soil conservation district in keeping with a supplemental memorandum of understanding.

A. Preliminary arrangements and considerations necessary in making assistance available.

1. The Service will, pursuant to a supplemental memorandum of understanding between the district and the Service, insofar as resources permit and in accordance with Departmental regulations, make assistance available to a district if the following conditions have been complied with:

The district has formulated and adopted a district program and has entered into a memorandum of understanding with the United States Department of Agriculture.

The district has formulated and adopted a district work plan which, together with the district program, is considered by the Service as providing in general a satisfactory basis for making assistance available. Such consideration will be made in the field in accordance with arrangements by the regional conservator.

The regional conservator has determined that the services of Soil Conservation Service staff members are available for use in assisting districts and, if applicable, whether either or both, as the case may be, of the following are available: (a) SCS field equipment and SCS materials, including planting materials, and (b) labor, such as that from SCS-CCC camps with facilitating CCC equipment and materials.

2. The state coordinator, or his designated representative, will then inform the district governing body as to the approximate assistance and the conditions under which it may be made available. If the district governing body desires to obtain such assistance, it should notify the state coordinator accordingly. The state coordinator will keep the appropriate area conservationist informed of progress in the developing cooperation.

3. Upon request from the district governing body for technical and any other SCS assistance, the state coordinator, or his designated representative, after ascertaining that Service assistance is available and consulting with the state soil conservation committee, shall present the supplemental memorandum of understanding to the district governing body for execution by it (see enclosed form). Six copies of the supplemental memorandum of understanding, shall be submitted through the state coordinator to the regional conservator for appropriate action. Three of the six copies should be marked plainly in the upper right-hand corner "original" and manually signed for the district by the chairman or acting chairman of the district governing body and for the Service by the regional conservator. It is not necessary that the other three copies be signed manually; therefore the signatures may be typed, stamped or otherwise inserted following a proper symbol such as /s/. (Two of the copies marked "original" may be carbon copies.)

4. In the event the supplemental memorandum of understanding, signed by the district, differs substantially from the attached form for such supplemental memoranda, the regional conservator shall forward an original and one copy to Washington for appropriate clearance prior to execution by him.

5. After execution of the supplemental memorandum of understanding for the Service, the regional conservator will forward an original and one copy to the state coordinator. The state coordinator will transmit the original to the district governing body and bring the copy to the attention of the state soil conservation committee in whose files such copy should be retained. The regional conservator will immediately forward an original and two copies to the Chief, Soil Conservation Service.

It is very important for the area and districts' staffs to know the contents of the SCS supplemental memoranda of understanding entered into with districts. In the event the executed supplemental memorandum of understanding differs from the attached form, a copy as executed should be made available to both the area conservationist and the district conservationist for their files.

B. Making assistance available in accordance with the supplemental memorandum of understanding which has been signed.

1. Schedule of assistance.

The schedule is intended to fulfill two important functions, (1) mainly to inform the governing body of the district of the probable assistance which the Service will make available, in order that the district may be in a better position to look ahead and carry on its work in the most effective manner, and (2) also for the Service to periodically analyze its assistance to districts and thereby be better enabled to make available the maximum and most effective assistance.

The kinds and amounts of assistance shown on a schedule will be estimates. Actual deliveries to a district during a period may vary slightly from those estimates. However, the district conservationist and the area conservationist should give careful thought to considering and preparing a schedule in order that it may be of maximum use to the district governing body.

a. Preparing a schedule.

As soon as practicable, after the supplemental memorandum of understanding has been entered into between a district and the Service, the district conservationist shall consult with the governing body of the district and prepare a schedule of the approximate assistance which it is planned to make available to the district for the remainder of the current period. Thereafter, the schedule will be prepared at least annually to cover the period ending June 30 of the following year and furnished to the district not later than July 31. In preparing the schedule, the district conservationist should keep in mind the availability of SCS assistance as informed thereof by the area conservationist. (See form SCS-SCD-1.)

In preparing a schedule which includes estimated proportion of field time of CCC labor (with facilitating personnel, equipment, and materials) to be made available by the Service to assist the district, consideration must be given to completing, as rapidly as practicable, any obligations under existing SCS-CCC cooperative agreements in the camp area. Therefore, the amount of CCC labor made available to the district in the initial schedule may be relatively small. Such amounts may be increased from time to time as existing SCS-CCC Service obligations are completed or, if for other reasons, it becomes practicable to make more labor available to the district. In all cases, of course, the length of time assistance of the camp is expected to be available to a district, must be taken into consideration.

The regional conservator may determine it advisable to furnish the district a written statement or revised schedule semi-annually, or more often, covering the approximate amounts of planting materials which the Service will endeavor to make available for the ensuing period.

b. Approval and distribution of schedule.

(1) The original and four copies of any schedule which does not include CCC assistance shall be submitted to the area conservationist for appropriate action. The following distribution should be made:

The original and one copy to the district conservationist, who retains the original and immediately sends the copy with a letter of transmittal, to the district governing body. (See form SCS-SCD-2.)

One copy to the regional conservator and one to the state coordinator for their information and files.

(2) The original and five copies of any schedule which includes CCC assistance shall be submitted to the area conservationist for appropriate action. The following distribution should be made:

The original and two copies to the district conservationist, who retains the original and immediately sends one copy to the camp superintendent and forwards one copy with a letter of transmittal to the district governing body. (See form SCS-SCD-2.)

One copy to the regional conservator and one to the state coordinator for their information and files.

c. Changes in schedule

The regional conservator or his designated representative shall establish the procedure for making changes in an existing schedule. All major reductions in any schedule which has been furnished to a district shall be made in writing. In some cases a statement regarding the one or more items affected will be sufficient; in other cases, a revised schedule should be submitted, but in any event changes should be identified with the schedule involved. Due to the fact that new camp periods begin on April 1 and October 1 of each year, it may be necessary to make substantial revisions on those dates in the schedules including CCC assistance. Changes in a schedule shall be distributed to those who receive a copy of the approved schedule.

2. Kinds of assistance.

a. Technical.

Careful consideration should be given in selecting the staff member designated as "District Conservationist", since he will be the Service representative with whom the district governing body will work in carrying on the activities in which the Service is assisting. Staff members assigned to assist in carrying on work activities within the district will be under the supervision of the district conservationist. This includes all personnel of the Service, regardless of the funds from which they are paid (keeping in mind, of course, that the primary responsibility of CCC personnel is to further the work of the camp). The closest possible relationship must exist between the district conservationist and the CCC camp superintendent in order (1) that the district conservationist can be the main Service representative to whom the district looks concerning Service assistance after he has conferred with the camp superintendent as to CCC policies, permissible activities, necessary operating considerations, and related matters; and (2) that the district conservationist and other technicians, in planning for the district, do not commit the services of the camp to be used in conflict with CCC rules and regulations.

In selecting staff members to be assigned to assist a district, it should be kept in mind that frequent changes in personnel may seriously impede the district's work.

b. CCC labor, equipment, and materials.

In accordance with CCC rules and regulations, CCC materials and CCC equipment may be used only on those activities where CCC labor has been or will be used.

(1) Allocation of camps.

The regional conservator shall designate the camp or camps which may be made available to assist specific soil conservation districts and the length of time such assistance is expected to be available to the district. In making such designations, any recommendations of the State coordinator, the State soil conservation advisory committee, the State soil conservation committee, and the regional administrator, CCC, should be carefully considered.

In accordance with CCC rules and regulations, the approval of the Director, Civilian Conservation Corps, must be obtained for any camp relocation. Until such time as the Director, Civilian Conservation Corps, approves the relocation of a camp, only a camp located within, or a reasonable distance from, the boundaries of a particular district may be designated to assist that district. In order to insure economical transportation of the CCC labor to and from work, and otherwise further the purposes of the CCC program, the work areas designated within districts must be within a reasonable distance from the camp.

A camp may be designated to assist more than one district if its location makes this practicable. If the regional conservator designates a camp to assist more than one district, he shall determine the approximate per cent of the camp's time which is to be assigned to each district.

If the camp is located near the district boundary, the work area within the district that can be economically served by the camp may not always provide sufficient productive work to keep the camp labor employed. In such cases, the regional conservator shall indicate the approximate per cent of the camp's time which should be assigned (a) within the district, and (b) outside the district.

(2) Work area determination.

In accordance with procedures established by the regional conservator, Service representatives designated by him, will, after consultation with the governing body of the district, determine the location of the general area within the district in which CCC labor is to be used and the length of time a camp is expected to assist the district. The district conservationist should make it clear to the governing body of the district that, due to such factors as diminishing or limited employment opportunities for enrollees, greater need for CCC labor elsewhere, decreasing or limited effectiveness and comparative public utility of the operations performed, etc., it probably will be necessary to discontinue CCC assistance made available to a particular district before all the work needed in the district has been performed.

(3) Types of work and work priorities.

When a CCC camp is made available to a soil conservation district, the district conservationist will inform the district

governing body of the primary responsibility of the Service to provide productive full-time employment for enrollees during all seasons and of the permissible CCC activities. He will keep the district currently informed of any changes in the permissible activities.

The district governing body, after consultation with the district conservationist, should select from the permissible activities those which will be carried out and, if desirable, should establish priority work areas within the general camp work area of the district. In addition, the district governing body may determine it advisable to designate priorities of CCC activities within the district based upon the necessity of steady and productive employment of CCC enrollees for all seasons, the present and future benefits to be derived from the application of necessary conservation work, the ability of the prospective cooperators to carry out the needed program of soil and moisture conservation, and the possibility of making such CCC assistance, along with the land owners' and operators' participation, result in the needed conservation work in the most effective manner.

The governing body should always encourage the land owners and operators involved to make maximum labor, material, and equipment contribution in carrying out the necessary conservation activities upon lands within the district, consistent with the individual benefits to be derived by the land owner or operator and his ability to contribute. Insofar as possible, the governing body should consider CCC labor, equipment, and materials as supplemental to that provided by the cooperator.

(4) Making CCC planting materials and other materials available.

After the supplemental memorandum of understanding has been signed by the regional conservator, the district conservationist, after consultation with the Camp Superintendent, will from time to time, inform the district governing body of the estimated planting materials which may be made available to the district to facilitate the use of CCC labor. The furnishing of a limited amount of other materials to facilitate the use of CCC labor may be justified in some special instances. If the district governing body desires to obtain materials for the district, it will be necessary for it, by resolution, to authorize one of more representatives to accept delivery of and to receipt for materials on behalf of the district.

(5) Certificate for use of CCC assistance.

Since the district governing body should give careful attention to permissible activities for CCC labor, and since the district conservationist and the camp superintendent are apprised of the appropriate use of CCC labor, it is to be expected that soil conservation and erosion control plans for farms and other units of land will be prepared in such a way as to contemplate the use of CCC labor (a) for only those activities agree upon by the district and the district conservationist, and (b) in accordance with CCC rules and regulations. However, before the camp superintendent releases CCC labor for work on any job, he shall, in a manner

specified by the regional conservator, establish certification of his approval of the plans with respect to the use of CCC labor. Such certification may be a brief statement, signed by the camp superintendent and attached to his file copy of each soil conservation and erosion control plan which has been either covered by farmer-district cooperative agreement or adopted by the district governing body for lands owned or leased by it. A copy of each certification shall be forwarded through the district conservationist to the district for its use and files. If the camp superintendent finds that a plan contemplates the use of CCC labor inconsistent with CCC rules and regulations, he shall immediately notify the district conservationist and withhold CCC labor until such time as the plan is appropriately amended. (See suggested Form SCS-SCD-9.)

c. SCS field equipment and materials.

In most cases, the available SCS field equipment and materials, including planting materials, will not be of sufficient quantity to aid land owners and operators within a district to the extent that the district governing body may desire. The governing body should always encourage the cooperating land owners and operators to provide maximum amounts of equipment, materials, and labor in carrying out the necessary conservation work upon their farms and ranches. The governing body should consider SCS equipment and materials, including planting materials, as supplemental to that provided by the cooperator. The governing body may find it desirable to establish a policy with respect to the distribution of equipment and materials on farms and ranches within the district.

(1) Making SCS field equipment available.

(a) The regional conservator or his designated representative shall determine what SCS field equipment can be loaned or granted, as the case may be, to soil conservation districts within the region, based on the following considerations:

That the equipment is of a kind not generally owned by operators and owners of land within the district.

That the equipment is not currently required for carrying on or completing the Service's own obligations within the region or that, if so required, an economical transfer cannot be effected. The regional conservator may deem it advisable to consider Service obligations by areas instead of the entire region.

That the equipment is needed by, and can be made available to, a specified district in the region.

(b) After the supplemental memorandum of understanding has been signed by the regional conservator, the district conservationist will, from time to time, as equipment becomes available, inform the district governing body of equipment which may be made available to the district. If the district governing body desires to obtain the use of equipment for the district, it will be necessary for it (1) by resolution to

authorize one or more representatives to accept delivery of, and to receipt for, equipment on behalf of the district, and (2) to prepare and present to the district conservationist a plan in duplicate for the operation and maintenance of such equipment, including facilities for storage, servicing and repairing.

(c) After the plan for the operation and maintenance of equipment has been approved by the regional conservator or area conservationist, as the case may be, the district conservationist shall arrange with the area conservationist to have such equipment loaned or granted to the district.

(2) Making SCS planting materials and other materials available.

(a) The regional conservator or his designated representative shall determine what materials, including planting materials, can be made available to soil conservation districts within the region. Such SCS materials, including planting materials, may be made available if they are either (i) improved or uncommon, or (ii) not generally within the economic reach of owners and operators of land within the district, or (iii) not generally available in regular trade channels to owners and operators of land within the district, or (iiii) materials particularly necessary to prove or demonstrate measures or practices appropriate for erosion control and soil conservation work.

(b) After the supplemental memorandum of understanding has been signed by the regional conservator, the district conservationist will from time to time, inform the district governing body of the estimated planting materials which may be made available to the district. The furnishing of a limited amount of other materials may be justified in some special instances. If the district governing body desires to obtain materials for the district, it will be necessary for it, by resolution, to duly authorize one or more representatives to accept delivery of, and to receipt for, materials on behalf of the district.

(c) After appropriate arrangements between the Service and a district have been made, the district conservationist will from time to time arrange, through the area conservationist, for delivery of the materials to be made available.

3. Receipts for materials and equipment.

a. CCC materials.

(1) When CCC materials are delivered to a district cooperator, a receipt to the district shall be signed by him or his designated representative in triplicate, one copy for the cooperator; the original copy for the district (which probably should be filed with the cooperative agreement); and the other copy for the camp superintendent. (See Suggested Form SCS-SCD-10.)

(2) When CCC materials are delivered to a district for use on lands owned or leased by it, a receipt in duplicate, signed by a duly authorized representative of the district, shall be obtained. The district representative should retain the copy of the receipt for forwarding to the district (which probably should be attached to the plan of conservation operations covering the land involved). The original copy shall be retained by the camp superintendent. (See Form SCS-SCD-4.)

(3) At the end of each schedule period the district conservationist shall obtain, in duplicate, from the district governing body, a receipt for all CCC materials delivered to cooperators during the period for which receipts from the district to the Service have not been obtained. One copy of the receipt should be retained by the district governing body, and the original copy shall be forwarded to the camp superintendent, in whose files they shall be retained. (See Form SCS-SCD-4.)

b. SCS materials

(1) SCS materials delivered to a district may be received in either of two methods, or a combination thereof, as follows:

First, the district may furnish the Service a receipt for the materials at the time of delivery to the district.

Second, a Service representative may deliver the materials to district cooperators and obtain receipts from them for the district. In such cases, a receipt in triplicate, signed by the cooperator or his designated representative shall be obtained--one copy for the cooperator; the original copy for the district (which probably should be filed with the cooperative agreement); and the other copy for the district conservationist's files. (See Suggested Form SCS-SCD-10.)

(2) Not later than the end of each schedule period the district conservationist shall obtain, in duplicate, from the district governing body, a receipt for all SCS materials delivered to cooperators and delivered to the district for use on lands owned or leased by it, during the period for which receipts from the district to the Service have not been obtained. One copy of the receipt should be retained by the district governing body, and the original copy shall be forwarded to the Service officer to whom the materials are charged. (See Form SCS-SCD-3.)

c. SCS field equipment.

(1) SCS field equipment may be made available to a soil conservation district in two ways - by loan, and by grant.

(2) In lending equipment to a district, a receipt, in duplicate, signed by an authorized representative of the district, shall be obtained. One copy of the receipt should be retained by the district governing body, and the original copy shall be forwarded to the Service officer to whom the equipment is charged. (See Form SCS SCD-5.)

(3) In granting equipment to a district, the Service officer to whom the equipment is charged will forward to the district conservationist at least two copies of the "Field Equipment Grant" bearing his signature as the "authorized Service Representative", to be signed in behalf of the district. One copy of the field equipment grant should be retained by the district governing body and the original copy shall be returned to the Service representative who signed the grant. (See Form SCS-SCD-6.)

d. Materials and equipment returned to the Service.

Whenever materials or equipment previously loaned or otherwise made available to the district are returned to the Service, the Service shall furnish the district a signed receipt for the items returned. (See Forms SCS-SCD-7 and SCS-SCD-8.)

PART III. Records and reports.

A soil conservation district will need records of its activities and accomplishments which will serve as a basis for decisions by the governing body of the district in efficiently planning for and carrying out work within the district. Service staff members assigned to the district may assist in keeping district records and preparing district reports.

It is suggested that the records kept and the reports made by districts, to be most useful to it, should provide information as needed:

To indicate the extent to which the district's commitments and cooperative agreements have been fulfilled.

To show how much assistance available to the district has been used.

To serve the district as a basis in determining needs for the remainder of any current schedule period and the next succeeding period.

To indicate to the district and to any agency assisting it whether or not the assistance is being used according to conditions under which it was furnished and to indicate the degree of efficiency experienced in the use of the assistance.

To be used as reference material when making revisions or amendments to the district program and to serve as a basis for making changes in the district work plan in order that it may be kept current as a guide for carrying on district activities..

To serve any other purpose essential to the district in carrying on its work and to be available for ready reference at district governing body meetings.

In accordance with the Memorandum of Understanding between a District and the Department of Agriculture, the district will submit to the Department an annual report of its activities and accomplishments. It is expected that such report will be submitted to the State Coordinator within thirty days after December 31 of each year and routed by him through Service channels, to Washington, where it will be available for all Departmental agencies. This

report may contain information of useful value to the state soil conservation committee as well as agencies, other than Departmental, if made available to them. Suggestions from Service representatives concerning a system to be used by a district in recording and reporting its activities and accomplishments should be in keeping with Memoranda D.C. 7 and D.C. 7-A.

The district will be asked to keep records of all SCS materials and CCC materials made available to it by the Service, showing the kinds and amounts used on lands covered by each cooperative or working agreement and on lands owned or leased by the district. It is expected that such records will be available for examination at any reasonable time by credited representatives of the Soil Conservation Service. Forms SCS-SCD-10 and SCS-SCD-11 may be suggested to the district governing body for its use in recording the kinds and amounts of materials which have been furnished to each cooperator and in submitting reports to the Service showing the distribution of materials furnished by it to the district.

(Note - for reference only, do not include in Supplemental when prepared for signatures. This form is for use in states where all approved types of Service assistance may be made available--see provision C.-1. of form for Memorandum between the District and the Department.)

SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING

Between the

----- SOIL CONSERVATION DISTRICT

STATE OF -----

and the

SOIL CONSERVATION SERVICE

UNITED STATES DEPARTMENT OF AGRICULTURE

Statement of Purpose

The _____ Soil Conservation District,
of _____, and the Secretary of Agriculture,
United States Department of Agriculture, have entered into a Memorandum of
Understanding, which was signed by the District on the _____ day of _____, 19__ .
That memorandum provides a basis upon which agencies of the Department may
cooperate with and furnish aid to the District. Under the terms of the United
States Soil Conservation Act of 1935 (Public-No.46-74th Congress, 49 Stat. 163),
and other Acts, the Department of Agriculture, through the Soil Conservation
Service, is authorized to cooperate with and to furnish aid to governmental
agencies such as the District for erosion control and soil conservation work:

The District has adopted a work plan which it will keep current as a
general guide to show how the District will carry on its activities. Since
the work of the District will be furthered by assistance which the Service

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may be in a position to make available to it, the Service and the District hereby enter into this Supplemental Memorandum of Understanding, which is intended to supplement the memorandum mentioned above.

A. What the Service Will Do

1. The Service will make available to the District the services of a staff member, to be known as the District Conservationist, and the services of other staff members if needed and available, together with the clerical assistance, transportation, and facilities which such staff members may require.

2. In addition, there are other types of assistance which the Service may from time to time be in a position to make available to the District for carrying on erosion control and soil conservation work. This additional assistance may include (a) labor, such as that from SCS-CCC camps with facilitating CCC equipment and CCC materials; (b) SCS field equipment, of a kind not generally owned by operators and owners of lands within the District; (c) SCS materials, including planting materials, either (1) improved or uncommon, or (2) not generally within the economic reach of owners and operators of land within the District, or (3) not generally available in regular trade channels to owners and operators of land within the District. The amounts of these kinds of assistance which may be furnished to the District will depend upon (1) the mutual understanding of the District and the District Conservationist as to the need for the assistance and (2) the determination by the Service as to the availability thereof.

3. The Service will make available the assistance provided for in accordance with schedules which will be furnished by the Service to the District within a reasonable time after this Memorandum goes into effect, and

at least annually thereafter on or before July 31, to cover the period ending June 30 of the following calendar year. These schedules may be changed from time to time when the Service deems a change necessary, but, before making such a change, the Service will consult the governing body of the District.

4. The Service will also try to furnish other appropriate assistance to the District, in accordance with arrangements satisfactory to both parties.

B. What the District Will Do

1. The District will determine priorities for (a) work areas, (b) formulation of individual soil conservation and erosion control plans within such areas, and (c) follow-up work essential to the carrying out of such plans.

2. In helping to carry out soil conservation and erosion control plans for farms and other units of land, the District will utilize assistance made available by the Service only (a) on land under cooperative or working agreements with the District, or (b) on land owned or leased by the District for which a plan of conservation operations has been adopted by the District. The District will use Service assistance on lands leased by it only where the term of the lease is long enough to make the effectiveness of the work reasonably certain.

3. The District will keep current records of all SCS materials and CCC materials made available to it by the Service, showing the kinds and amounts used on lands covered by each cooperative or working agreement and on lands owned or leased by the District. It will obtain receipts for all such materials delivered to each cooperator. The District will have such records and receipts available for examination at any reasonable time by accredited representatives of the Service, and will submit to the Service, through the District Conservationist, within thirty (30) days after December 31 of each year, reports of the distribution of such materials for the year ending December 31.

4. The District will maintain all field equipment made available by the Service in good operating condition by making necessary repairs and by properly servicing it. Prior to delivery by the Service of any SCS field equipment, the District will submit a plan for the use of such equipment to the District Conservationist. The District Conservationist and other accredited employees of the Service shall at all times have free access to Service equipment for purposes of inspection. Any field equipment loaned to the District will be returned to the Service (a) upon the termination of this Supplemental Memorandum of Understanding, (b) after thirty (30) days' written notice by the Service to the governing body of the District, asking for the return of the equipment, (c) after thirty (30) days' written notice by the District to the Service, expressing a desire to return the equipment, or (d) at any time upon mutual consent in writing.

C. It is Further Understood

1. Service staff members, clerical assistants, and facilities shall be under the supervision of the Service. The headquarters of such Service personnel shall be at such places as the Service, after consulting the District, determines will be most effective for carrying on the work in which the Service is assisting the District.

Service staff members will assist the District (1) in making necessary surveys; (2) in helping owners and operators of lands within the District to prepare soil conservation and erosion control plans for farms and other units; (3) in explaining cooperative and working agreements and obtaining signatures thereto; (4) in aiding land owners and operators to perform operations which require technical skill beyond the experience of the individuals involved;

(5) in preparing soil conservation and erosion control plans for land owned or leased by the District, and in applying such plans; (6) in determining the adequacy of soil conservation practices which have been put into operation pursuant to soil conservation and erosion control plans; (7) in recommending necessary revisions in such plans; (8) in checking the carrying out of such plans; (9) as consultants in improving its program and in keeping the work plan current; (10) by serving, upon request, on such advisory committees as the District may establish; (11) in keeping records and preparing reports; and (12) in other related activities.

2. The District will furnish to the Service, through the District Conservationist, receipts for all SCS field equipment made available to the District, at the time of the delivery of the equipment, and receipts for all SCS materials or CCC materials made available to the District, at the time of the delivery of the materials or by the end of each schedule period. The Service will furnish to the District receipts for any equipment and materials returned by the District, at the time of their delivery to the Service.

3. In the event CCC labor is made available, the Service, after consultation with the governing body of the District, will determine the location of the general area within which the labor may be used, and the length of time the camp is expected to assist the District. This Service will keep the District currently informed with respect to permissible CCC activities. The District governing body, after consulting with the District Conservationist, will select from the permissible activities those which will be carried on within the District. The use of CCC labor shall be subject to applicable laws, rules and regulations governing the operation of the Civilian Conservation Corps.

4. Cooperative agreements which the Service may have entered into with landowners and operators in demonstration projects or CCC work areas within the District will not be affected by this Memorandum.

5. This Supplemental Memorandum of Understanding shall be subject to all the provisions of the Memorandum of Understanding hereinabove referred to, and any amendments thereof.

6. This Supplemental Memorandum of Understanding shall be effective when signed by both parties, and unless otherwise terminated shall continue in effect for the duration of the above-mentioned Memorandum of Understanding.

7. This Supplemental Memorandum of Understanding may be terminated at any time by the joint agreement of the parties, or by either party by giving sixty (60) days' notice in writing to the other party.

----- SOIL CONSERVATION DISTRICT
By: _____
Chairman, District Governing Body
Date: _____, 194__.

The signing of this Supplemental Memorandum of Understanding on behalf of the District was authorized by a resolution of the District Governing Body adopted at a meeting held on the _____ day of _____, 194__.

Secretary, District Governing Body
Date: _____, 194__.

H. H. Bennett, Chief
SOIL CONSERVATION SERVICE
United States Department of Agriculture

By: _____
Regional Conservator, Soil Conservation Service
Date: _____, 194__.

UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service

SCHEDULE OF ASSISTANCE

TO: _____ Soil Conservation District, State of _____

for the period

_____, 194__ to _____, 194__

In accordance with the terms of the Supplemental Memorandum of Understanding between the Soil Conservation Service and the above-named Soil Conservation District, and in accordance with recent discussions between Service representatives and members of the District Governing body, it is estimated that, in addition to the services of the "District Conservationist," approximately the following kinds and amounts of assistance will be made available to the District during the above-mentioned period.

NOTE: - (PARAGRAPH BELOW FOR USE ONLY WHEN LABOR FROM A SCS-CCC CAMP WILL ASSIST THE DISTRICT)

It is contemplated that approximately_____per cent of the labor available for field work from Camp SCS-CCC_____, located at _____, _____, along with facilitating personnel, equipment and materials, will be available to assist the District.

Recommended:

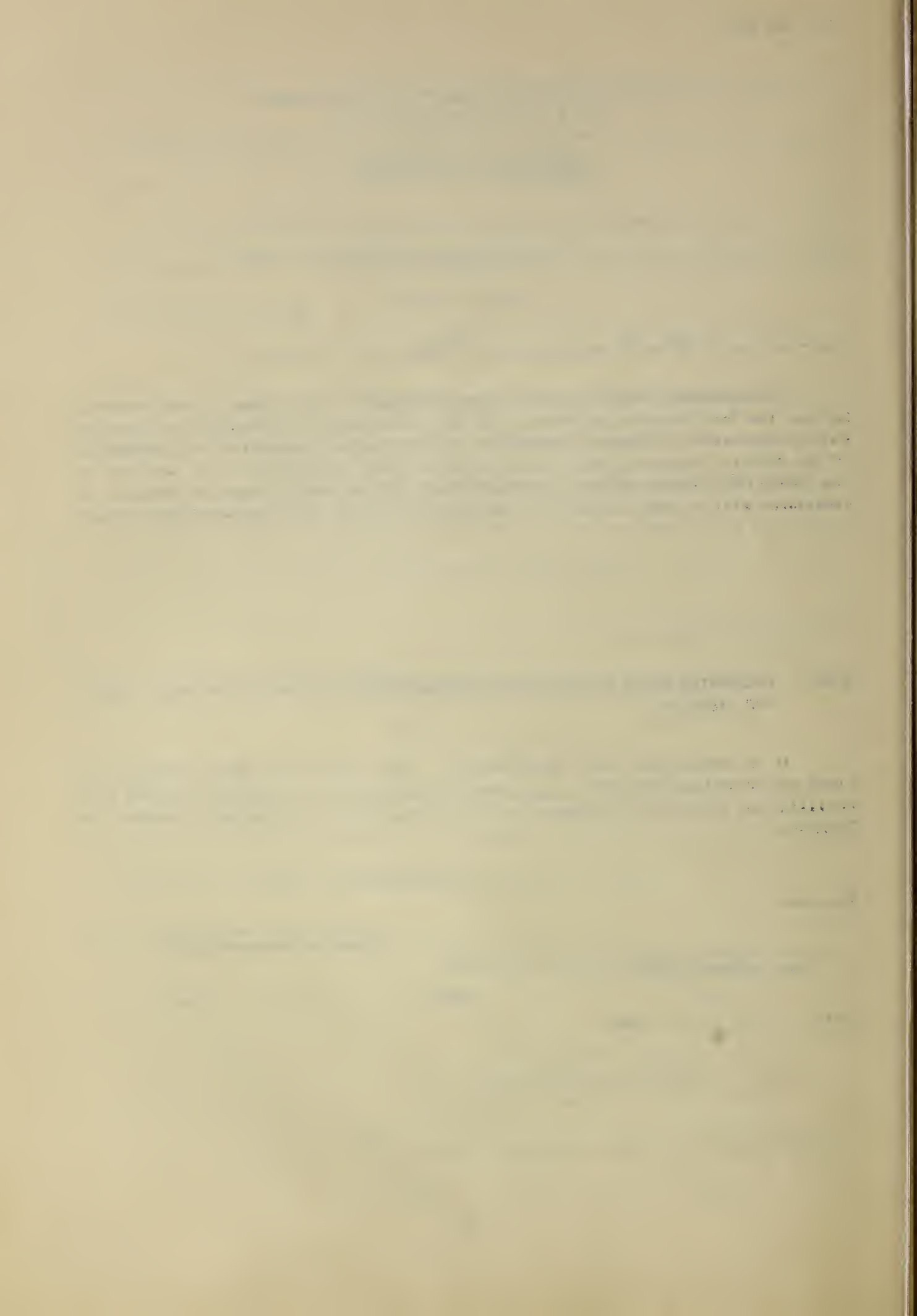
Approved:

District Conservationist

Area Conservationist

Date: _____, 194__.

Date: _____, 194__.



UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service

SCHEDULE OF ASSISTANCE

TO: _____ Soil Conservation District, State of _____

for the period

_____, 194__ to _____, 194__

In accordance with the terms of the Supplemental Memorandum of Understanding between the Soil Conservation Service and the above-named Soil Conservation District, and in accordance with recent discussions between Service representatives and members of the District Governing body, it is estimated that, in addition to the services of the "District Conservationist," approximately the following kinds and amounts of assistance will be made available to the District during the above-mentioned period.

NOTE: - (PARAGRAPH BELOW FOR USE ONLY WHEN LABOR FROM A SCS-CCC CAMP WILL ASSIST THE DISTRICT)

It is contemplated that approximately_____per cent of the labor available for field work from Camp SCS-CCC _____, located at _____, _____, along with facilitating personnel, equipment and materials, will be available to assist the District.

Recommended:

Approved:

District Conservationist

Area Conservationist

Date: _____, 194__.

Date: _____, 194__.

THE HISTORY OF THE

UNITED STATES OF AMERICA

BY

JOHN B. HENNING

Author of

"The History of the

United States of America"

The history of the United States of America is a subject of great interest and importance. It is a subject which has attracted the attention of many writers and historians. The history of the United States is a story of growth and development, of struggle and triumph. It is a story which has shaped the destiny of a great nation. The history of the United States is a story which is still being written. It is a story which is full of hope and promise for the future.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service

TRANSMITTAL OF SCHEDULE OF ASSISTANCE

for the period

_____, 194__ to _____, 194__.

(Place)

(State)

Date _____, 194__.

Chairman, District Governing Body

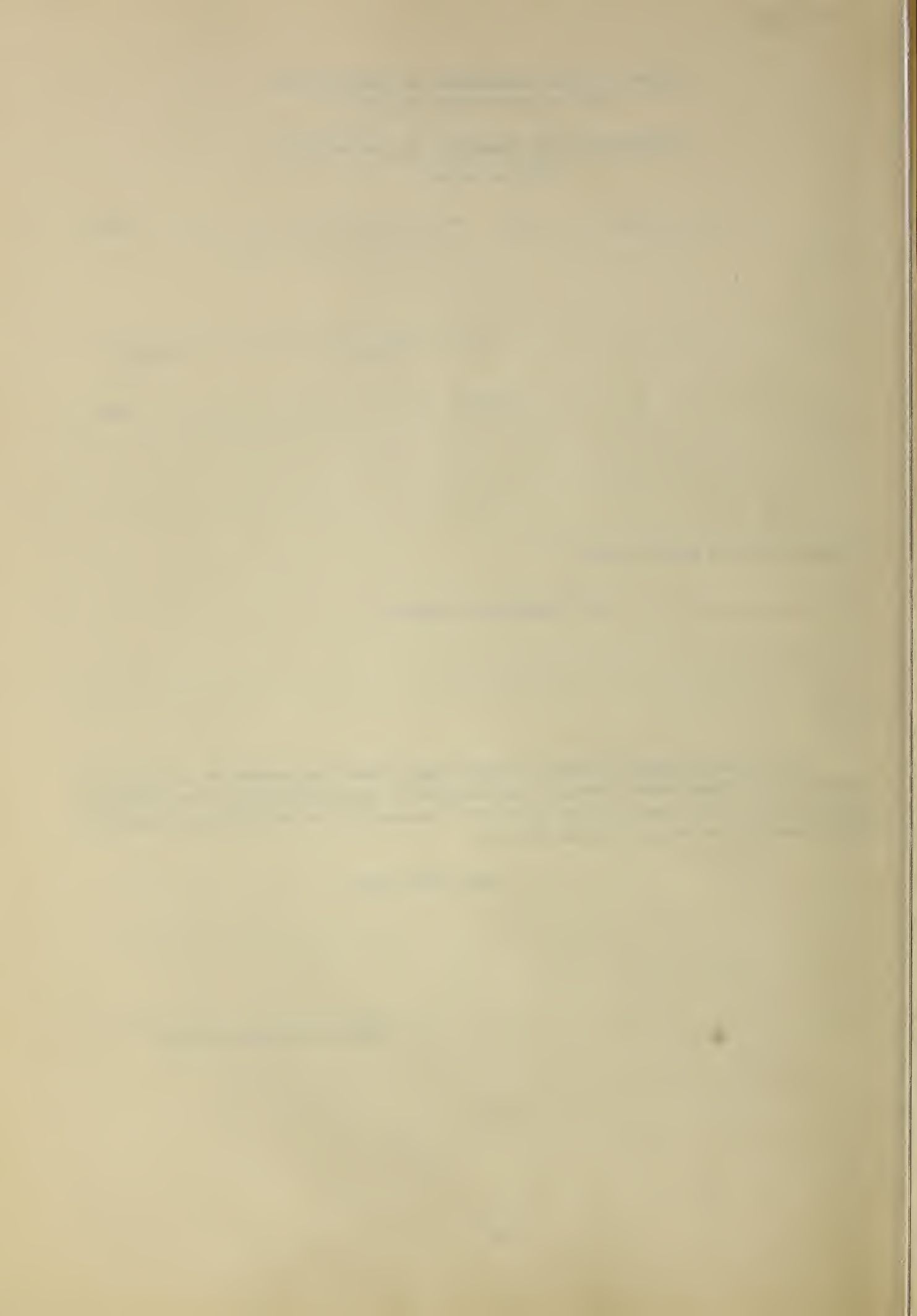
Soil Conservation District

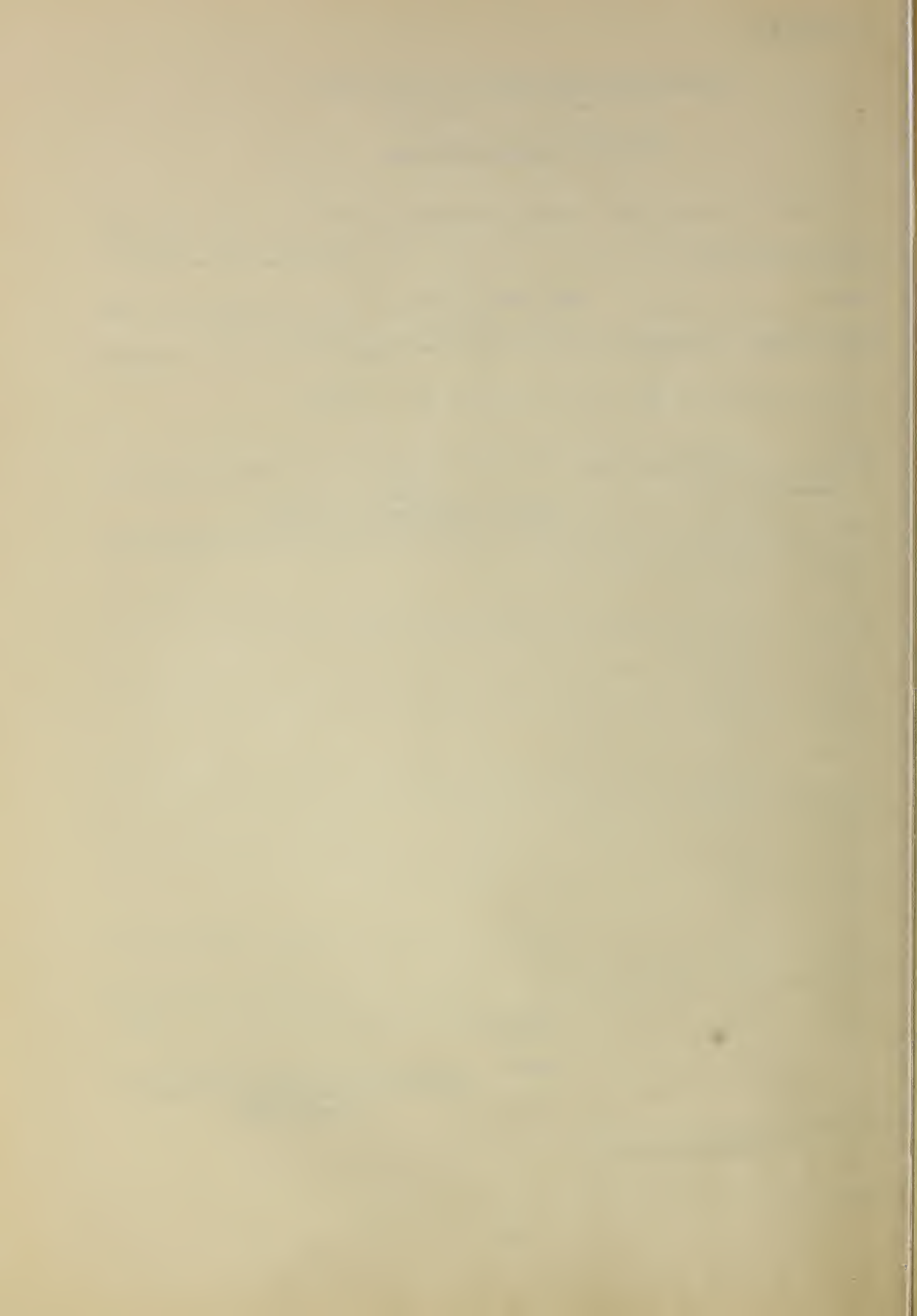
Dear Mr. _____:

The enclosed schedule showing the approximate kinds and amounts of assistance which the Soil Conservation Service will endeavor to make available to the District during the above-mentioned period is for the information of the District Governing Body in carrying on the work of the District.

Very truly yours,

District Conservationist.





UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service

RECEIPT FOR CCC MATERIALS

This is to certify that the kind and quantity of materials listed below have been received by the _____ Soil Conservation District, State of _____. These CCC materials, received through CCC camp _____ (Name) _____ (State) SCS _____, are a part of the assistance being made available to the _____ (Number) District by the Soil Conservation Service for the period _____, 194 _____ to _____, 194 _____.

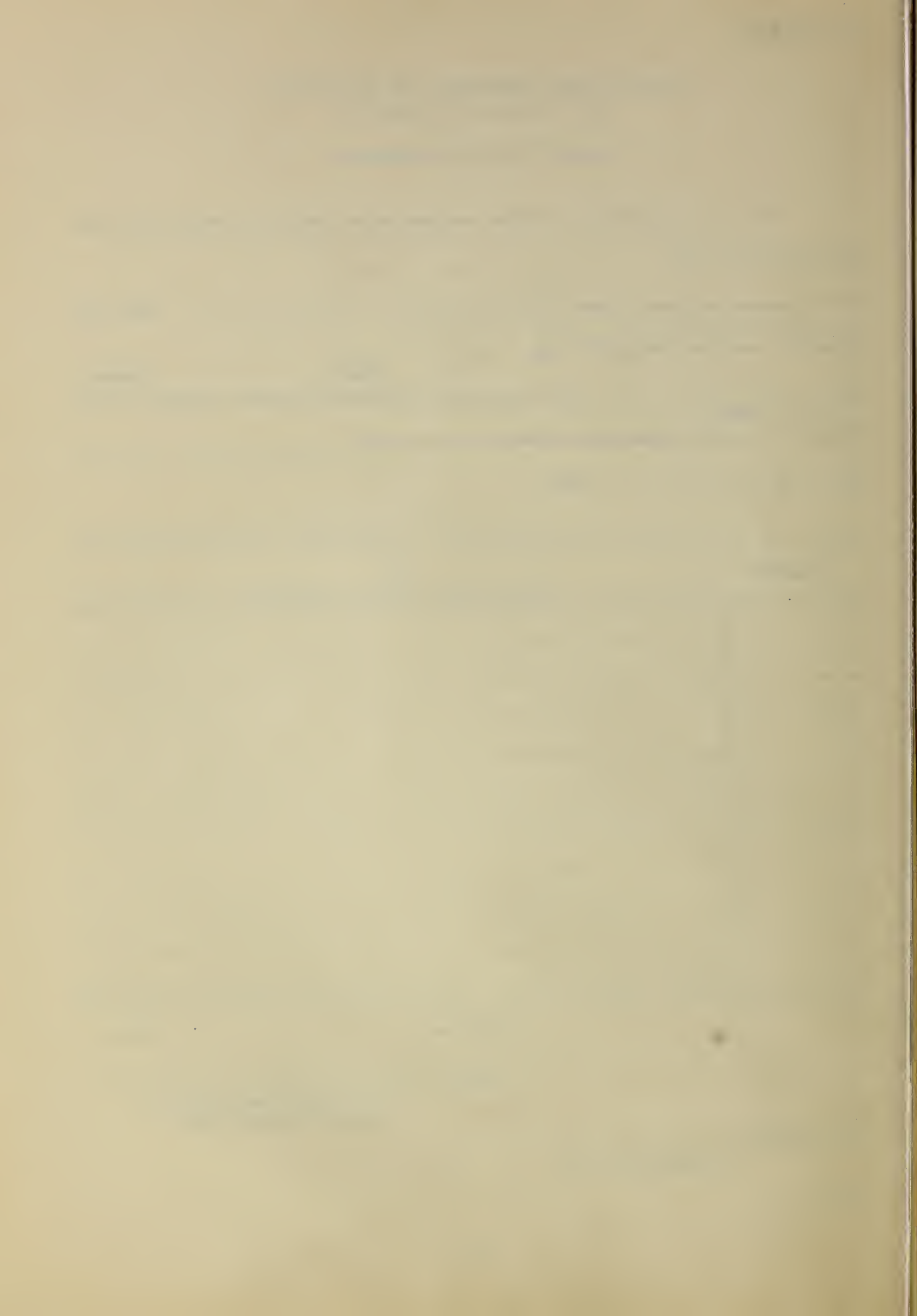
[illegible]

Received on _____, 194__.

Signed: _____
(Authorized representative of
District Governing Body)

Delivered by: _____
(SCS Representative)

Title: _____



UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service

RECEIPT FOR FIELD EQUIPMENT LOANED

This is to certify that the _____ Soil
Conservation District, State of _____ has received from the
Soil Conservation Service the following listed field equipment which is loaned to the
District as a part of the assistance made available by the Service.

Quantity	Description	Condition	Serial No. or other Identification

Received on _____, 194__.

Signed: _____
(Authorized Representative of
District Governing Body)Delivered by: _____
(SCS Representative)

Title: _____

THE HISTORY OF THE
CITY OF BOSTON
FROM 1630 TO 1875

The city of Boston, founded in 1630, has a rich and varied history. It was the first city in North America to be founded by Englishmen, and it has since been a center of commerce, industry, and culture. The city's growth has been remarkable, and it has played a significant role in the development of the United States. The city's history is a testament to the resilience and spirit of its people, and it is a source of pride for all who call it home.

By [Name]

UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service

FIELD EQUIPMENT GRANT

The field equipment listed below of a kind not generally owned by land operators and owners of land within the _____ Soil Conservation District, State of _____, is hereby given, without cost, by the Soil Conservation Service to the District.

Quantity	Description	Condition	Serial or Identification Number (s)

The purpose of this grant of field equipment is to enable the district more effectively to carry on soil conservation and erosion control work. It is the intention of the district to use the equipment only (a) on land under cooperative or working agreement with the district, or (b) on land owned or leased by the district for which a plan of conservation operations has been adopted by it, the equipment to be used on leased land only when the term of the lease is long enough to make the effectiveness of the use of the equipment reasonably certain.

The district further intends to maintain the field equipment in good operating condition by making necessary repairs and by properly servicing it and to dispose of the equipment only by (1) "trade in" or sale with proceeds applied on acquisition by the district of field equipment for use as aforesaid in soil conservation and erosion control work, or (2) transfer to another soil conservation district which the Service is assisting, or (3) some other method satisfactory to the District and the Service.

Soil Conservation Service

Soil Conservation District

By _____
(Authorized Service Representative)

By _____
(Chairman, District Governing Body)

Title _____

Date _____, 194__

Date _____, 194__

The signing of this Field Equipment Grant on behalf of the District was authorized by a resolution of the District Governing Body at a meeting held on the _____ day of _____, 194__.

Secretary (or Acting Secretary)

_____, 194__.

RECEIPT

This is to certify that the field equipment described in the foregoing Field Equipment Grant has been received by the District.

Received on _____, 194__

Signed: _____
(Authorized Representative of
District Governing Body)

Delivered by: _____
(SCS Representative)

Title: _____

UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service

RECEIPT FOR EQUIPMENT RETURNED TO THE SERVICE

This acknowledges return to the Soil Conservation Service of the items of equipment listed below which were loaned by the Service to the _____
Soil Conservation District, State of _____.

This also certifies that an inspection of the equipment has been made by the Service and the present condition of the equipment meets the requirements for acceptance.

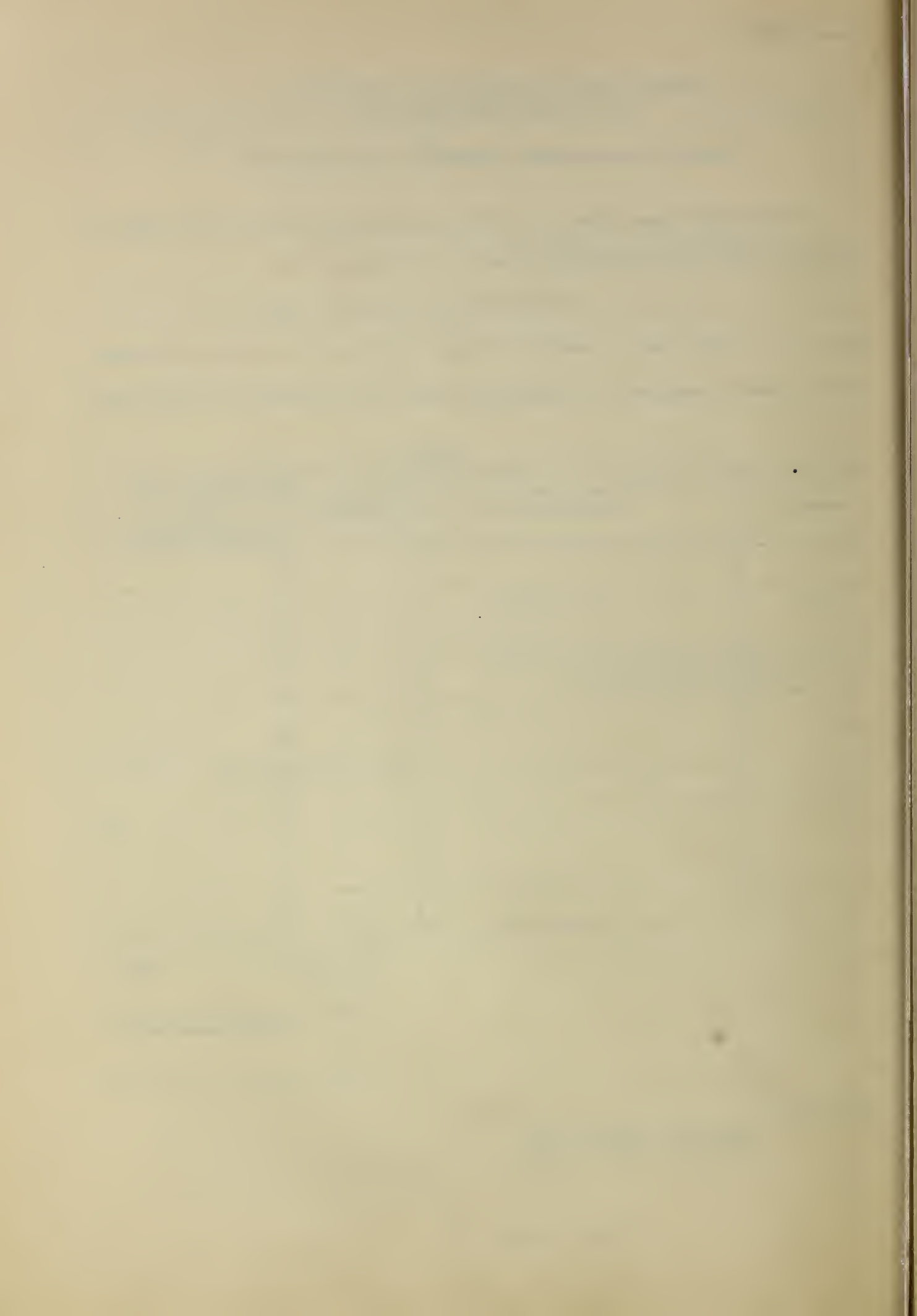
[illegible]

Received on _____, 194__

Signed: _____
(SCS Representative)

Title:

Delivered by _____
(Authorized Representative
of District Governing Body)



UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service

RECEIPT FOR MATERIALS RETURNED TO THE SERVICE

This acknowledges return to the Soil Conservation Service of the materials listed below which were delivered to but are not needed by the _____ Soil Conservation District, State of _____.

[illegible]

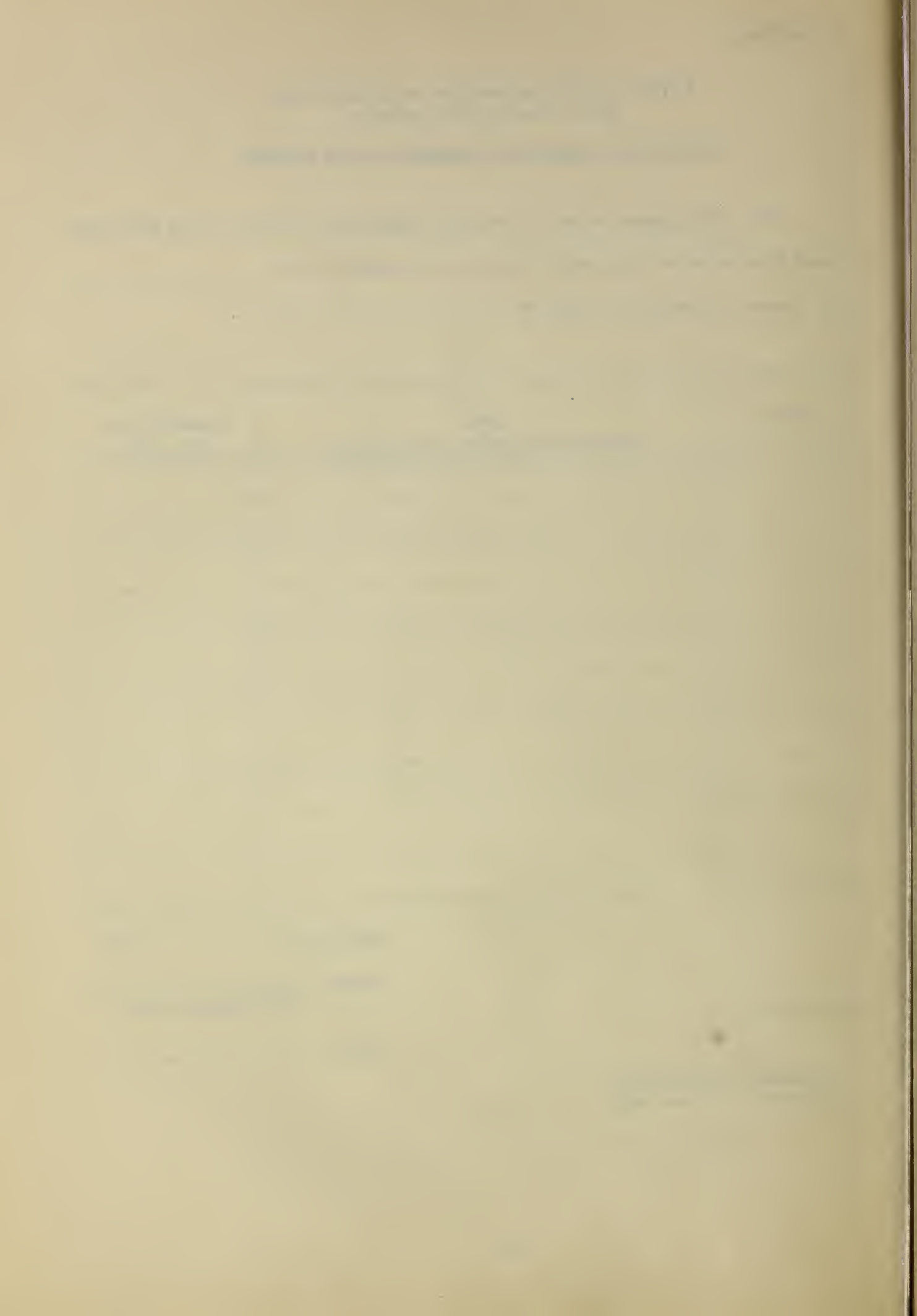
Received on _____, 194__

Signed: _____
(SCS Representative)

Delivered by:

Title: _____

(Authorized Representative
of District Governing Body)



(NOTE: The Regional Conservator may deem it desirable for the Service to use a form somewhat similar to this.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service

CERTIFICATE OF EXAMINATION

Memorandum for Camp Superintendent's files:

This is to certify that, in my opinion, the contemplated use of SCS-CCC assistance in carrying out the below-mentioned

- (1) Soil Conservation and Erosion Control Plan covered by the (a) District-Farmer Cooperative Agreement, or (b) Working Agreement, or
- (2) Plan of Conservation Operations for District owned or leased land

is not in conflict with CCC rules and regulations. This certification is not to be construed as a commitment as to availability of camp labor.

Agreement or Plan of Conservation Operations No. _____

Cooperator _____
(Name(s) of Cooperator of District for land owned or leased by it)

Location of land involved _____

Camp Superintendent

SCS
(State) (Number)

_____, 194_____
(Date)

From the first settlement of the English in America to the present time. The history of the American people is a story of growth and development. It begins with the first settlers who came to America in search of a new life. They found a land of opportunity and freedom, and they built a new society. The American people have always been a people of progress and innovation. They have always been a people who have sought to improve their lives and the lives of others. They have always been a people who have been proud of their achievements and their accomplishments. The history of the American people is a story of a people who have always been a people of progress and innovation.

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(Note -- for reference only, do not include in Supplemental when prepared for signatures. This form is for use in states where only certain approved types of Service assistance may be made available -- see provision C.-1. of form for Memorandum between the District and the Department.

SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING

Between the

_____ SOIL CONSERVATION DISTRICT

STATE OF _____

and the

SOIL CONSERVATION SERVICE

UNITED STATES DEPARTMENT OF AGRICULTURE

Statement of Purpose

The _____ Soil Conservation District,
of _____, and the Secretary of Agriculture,
United States Department of Agriculture, have entered into a Memorandum of
Understanding, which was signed by the District on the _____ day of _____, 19__.
That memorandum provides a basis upon which agencies of the Department may
cooperate with, and furnish aid to the District. Under the terms of the United
States Soil Conservation Act of 1935 (Public - No. 46 - 74th Congress, 49 Stat.
163), and other Acts, the Department of Agriculture, through the Soil Conserva-
tion Service, is authorized to cooperate with and to furnish aid to governmental
agencies such as the District for erosion control and soil conservation work.

The District has adopted a work plan which it will keep current as a
general guide to show how the District will carry on its activities. Since
the work of the District will be furthered by assistance which the Service

may be in a position to make available to it, the Service and the District hereby enter into this Supplemental Memorandum of Understanding, which is intended to supplement the memorandum mentioned above.

A. What the Service Will Do

1. The Service will make available to the District the services of a staff member, to be known as the District Conservationist, and the services of other staff members if needed and available, together with the clerical assistants, transportation, and facilities which such staff members may require.

2. In addition, the Service may from time to time be in a position to make available to the District, for carrying on erosion control and soil conservation work, labor, such as that from SCS-CCC camps with facilitating CCC equipment and CCC materials.

3. The amount of the assistance which may be furnished to the District will depend upon (1) the mutual understanding of the District and the District Conservationist as to the need for the assistance and (2) the determination by the Service as to the availability thereof.

4. The Service will make available the assistance provided for in accordance with schedules which will be furnished by the Service to the District within a reasonable time after this Memorandum goes into effect, and at least annually thereafter on or before July 31, to cover the period ending June 30 of the following calendar year. These schedules may be changed from time to time when the Service deems a change necessary, but, before making such a change, the Service will consult the governing body of the District.

5. The Service will also try to furnish other appropriate assistance to the District, in accordance with arrangements satisfactory to both parties.

B. What the District Will Do

1. The District will determine priorities for (a) work areas, (b) formulation of individual soil conservation and erosion control plans within such areas, and (c) follow-up work essential to the carrying out of such plans.

2. In helping to carry out soil conservation and erosion control plans for farms and other units of land, the District will utilize assistance made available by the Service only (a) on land under cooperative or working agreement with the District, or (b) on land owned or leased by the District for which a plan of conservation operations has been adopted by the District. The District will use Service assistance on lands leased by it only where the term of the lease is long enough to make the effectiveness of the work reasonably certain.

3. The District will keep current records of all CCC materials made available to it by the Service, showing the kinds and amounts used on lands covered by each cooperative or working agreement and on lands owned or leased by the District. It will obtain receipts for all such material delivered to each cooperator. The District will have such records and receipts available for examination at any reasonable time by accredited representatives of the Service, and will submit to the Service, through the District Conservationist, within thirty (30) days after December 31 of each year, reports of the distribution of such materials for the year ending December 31.

C. It is Further Understood

1. Service staff members, clerical assistants, and facilities shall be under the supervision of the Service. The headquarters of such Service personnel shall be at such places as the Service, after consulting the District,

determines will be most effective for carrying on the work in which the Service is assisting the District.

Service staff members will assist the District (1) in making necessary surveys; (2) in helping owners and operators of lands lying within the District to prepare soil conservation and erosion control plans; (3) in explaining cooperative and working agreements and obtaining signatures thereto; (4) in aiding landowners and operators to perform operations which require technical skill beyond the experience of the individuals involved; (5) in preparing soil conservation and erosion control plans for land owned or leased by the District, and in applying such plans; (6) in determining the adequacy of soil conservation practices which have been put into operation pursuant to soil conservation and erosion control plans; (7) in recommending necessary revisions in such plans; (8) in checking the carrying out of such plans; (9) as consultants, in improving its program and in keeping the work plan current; ((10) by serving, upon request, on such advisory committees as the District may establish; (11) in keeping records and preparing reports; and (12) in other related activities.

2. The District will furnish to the Service, through the District Conservationist, receipts for all CCC materials made available to the District, at the time of the delivery of the materials or by the end of each schedule period. The Service will furnish to the District receipts for any materials returned by the District at the time of their delivery to the Service.

3. In the event CCC labor is made available, the Service, after consultation with the governing body of the District, will determine the location of the general area within which the labor may be used, and the length of time the camp is expected to assist the District. The Service will keep the District

currently informed with respect to permissible CCC activities. The District governing body, after consulting with the District Conservationist, will select from the permissible activities those which will be carried on within the District. The use of CCC labor shall be subject to applicable laws, rules and regulations governing the operation of the Civilian Conservation Corps.

4. Cooperative agreements which the Service may have entered into with landowners and operators in demonstration projects or CCC work areas within the District will not be affected by this Memorandum.

5. This Supplemental Memorandum of Understanding shall be subject to all provisions of the Memorandum of Understanding hereinabove referred to, and any amendments thereof.

6. This Supplemental Memorandum of Understanding shall be effective when signed by both parties, and unless otherwise terminated shall continue in effect for the duration of the above-mentioned Memorandum of Understanding.

7. This Supplemental Memorandum of Understanding may be terminated at any time by the joint agreement of the parties or by either party by giving sixty (60) days' notice in writing to the other party.

----- SOIL CONSERVATION DISTRICT

By: -----
Chairman, District Governing Body

Date: -----, 194__.

The signing of this Supplemental Memorandum of Understanding on behalf of the District was authorized by a resolution of the District Governing Body adopted at a meeting held on the ____ day of _____, 194__.

Secretary, District Governing Body

Date: _____, 194__.

H. H. Bennett, Chief
SOIL CONSERVATION SERVICE
United States Department of Agriculture

By: _____
Regional Conservator, Soil Conservation Service

Date: _____, 194__.

----- Soil Conservation District

(District Headquarters)

(State)

This is to certify that the kind and quantity of materials listed below have been received from the above mentioned Soil Conservation District. These materials are a part of the assistance being made available by the District and will be used in accordance with Cooperative Agreement No. ____ between the District and _____.
(Cooperator)

QUANTITY	:	KIND	:	SOURCE
:	:	(General description of materials)	:	Identification
:	:	:	:	:
:	:	IN THE EVENT THIS FORM IS USED IT IS SUG-	:	:
:	:	:	:	:
:	:	GESTED THAT THE "SOURCE" INDICATING WHETHER	:	:
:	:	:	:	:
:	:	MATERIALS CAME FROM SCS, CCC, OR OTHER, NOT BE	:	:
:	:	:	:	:
:	:	FILLED IN ON THE COPY LEFT WITH THE COOPERA-	:	:
:	:	:	:	:
:	:	TOR SINCE THE INFORMATION IS FOR THE DISTRICT	:	:
:	:	:	:	:
:	:	GOVERNING BODY ONLY.	:	:
:	:	:	:	:
:	:	:	:	:

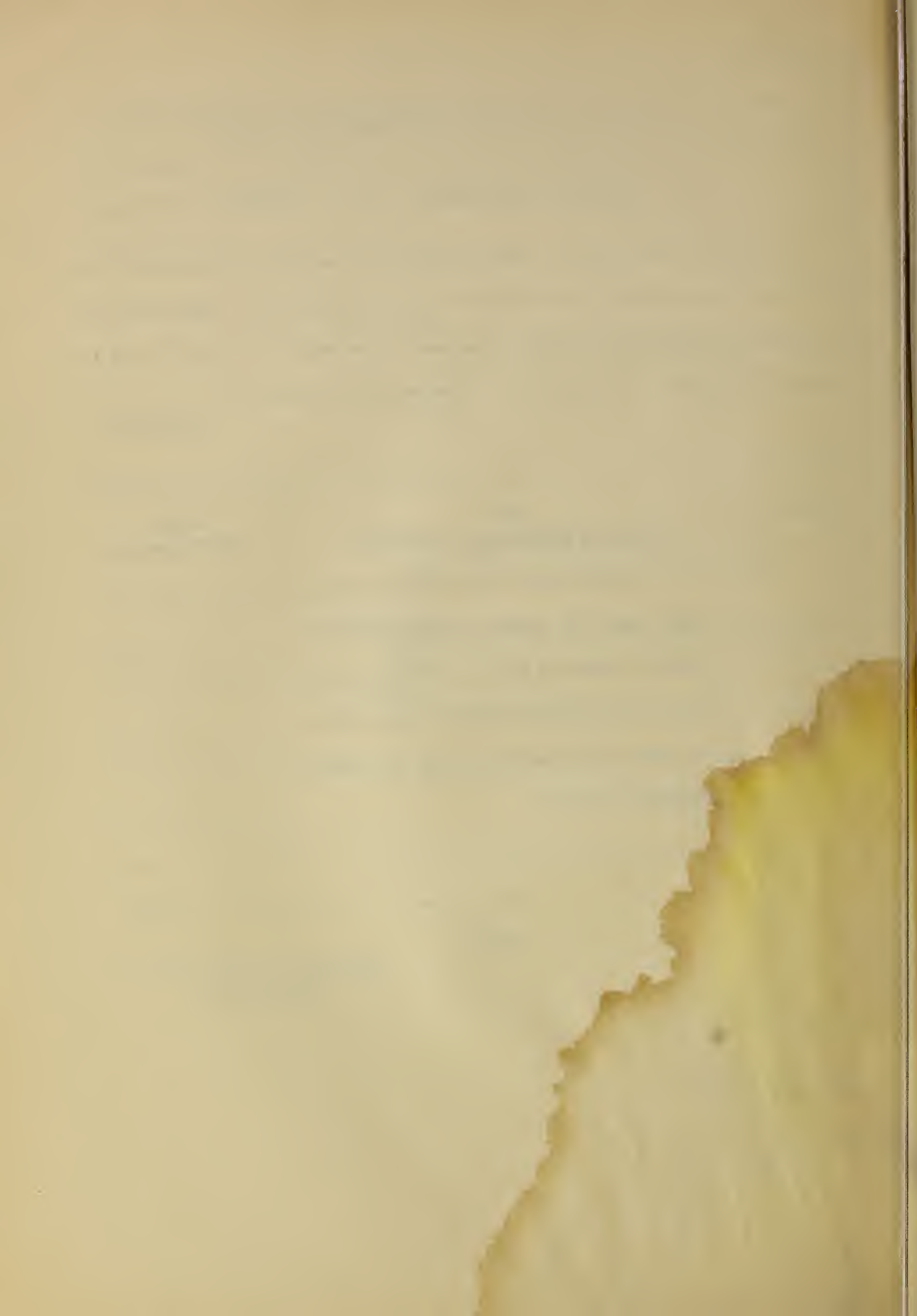
Received on _____, 194

Signed: _____
(Cooperator or designated representative)

Delivered by:

(For the District)

Title: _____



The following list shows the distribution by kind and quantity of materials made available to this District by the Soil Conservation Service during the period _____, 194__ to _____, 194__.

